REPLY TO ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS, NATIONAL TRAINING CENTER & FORT IRWIN FORT IRWIN, CA 92310-5000

AFZJ-CG

10 Mar 09

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter 06, Motorcycle, Moped, Motor Scooter, Dirt Bike and All-Terrain Vehicle (ATV) Safety and Motorcycle Mentorship Program (MMP) Policy

1. PURPOSE: Motorcycle, moped, motor scooter, dirt bike and ATV operations are high-risk activities that if not done safely, can significantly degrade military readiness. Far too many Soldiers, Family members, and civilian employees continue to be hurt in preventable accidents. I expect all leaders to implement this safety policy. We must do everything we can to protect our Soldiers, Family members and civilian employees from being injured in these high-risk activities.

2. REFERENCES:

- a. DODI 6055.4, DOD Traffic Safety Program, 20 July 1999.
- b. AR 385-10, The Army Safety Program, 23 August 2007.
- c. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006.
- d. DA PAM 385-40, Army Accident Investigation and Reporting, 1 November 1994.
- e. AR 600-55, The Army Driver Selection Program, 18 June 2007.
- f. U.S. Army Motorcycle Mentorship Program, 28 December 2005.
- g. Department of the Army, Chief of Staff Letter, 28 December 2005.
- h. FORSCOM Memorandum, Accident Notification Procedures, 7 May 2007
- 3. APPLICABILITY: This policy applies to all service members, Family members, contractors and DOD civilians operating a motorcycle, motorized bicycle (moped), motor scooter, dirt bike or All Terrain Vehicle (ATV) anywhere on Fort Irwin. It also applies to all Fort Irwin Soldiers operating a motorcycle, moped, motor scooter, dirt bike or ATV anywhere off post. This policy does not pertain to three wheeled motorcycles, motorcycles with sidecars (See DODI 6055.4, E3.2.3) or motorized bicycles capable of no more than 30 mph on flat ground. This policy does not pertain to electric motor bicycles of less than 1000 watts with a top speed that does not exceed 15 mph. However, the wearing of personal protective equipment (PPE), vehicle safety equipment, and safe operation IAW AR 190-5 still applies in both instances of use. This policy does not pertain to mini bikes, pocket bikes, and similar vehicles that do not meet federal highway safety standards; therefore, these vehicles will not be

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operated on installation roads (AR 385-10, Para 11-9a.(4). Specialty vehicles will be operated and licensed IAW AR 385-10, Para 11-4m and AR 600-55.

4. NON-APPLICABILITY: This policy does not apply to civilian visitors to Fort Irwin. However, all motorcycles, mopeds, and motor scooters must be licensed and/or registered by appropriate civilian authorities in order to be operated on Fort Irwin. If the state in which licensed requires a special license to operate a motorcycle, moped, or motor scooter, those operator licensing requirements will apply on Fort Irwin. In addition, personal protective equipment (PPE) will be IAW Para. 6.d. below.

5. POLICY:

- a. Commanders at all levels are responsible for the complete implementation of this policy and will ensure all Soldiers in their command are in compliance. All units will include this policy as part of their unit Safety Program. It will be displayed on unit safety boards.
- b. Licensing: All motorcycles, mopeds, motor scooters, dirt bikes and ATVs must be licensed and/or registered by appropriate civilian authorities for highway use in order to be operated on Fort Irwin. In addition to the requirements below, if state or local laws require a special license to operate motorcycles, mopeds, motor scooters, or ATVs, those licensing requirements will apply on Fort Irwin. All motorcycle, moped, motor scooter, and ATV operators on post will possess a Motorcycle Defensive Driving Course (MDDC) or ATV Safety Institute (ASI)/Motorcycle Safety Foundation (MSF) certification card prior to operating a motorcycle, moped, motor scooter, or ATV on post. All personnel, to include military, civilian or contractor that operate government owned motorcycles, mopeds, motor scooters, ATVs, or specialty vehicles will be licensed IAW AR 600-55.
- c. Training: All motorcycle, moped, motor scooter, dirt bike or ATV operators must attend a MDDC/MSF certified operator safety course. There is a Basic Riders Course (BRC) and an Experienced Riders Course (ERC). Soldiers and DOD civilians have priority with additional slots filled on a first come first served basis. Slots are limited and riders may potentially have to wait several weeks for entry. Riders who do not meet the standards during the BRC will be given Remedial Training utilizing the Motorcycle Simulator to improve Basic Riding Skills. Once the necessary skills are obtained they are allowed to retake the BRC. Riders who do not wish to wait for the on post course may sign up and take the course at any MDDC/MSF certified off post program at their own expense. Inability to attend the on post course is not grounds for non-compliance with this policy. It is the individual riders' responsibility to ensure the course he takes is an MDDC/MSF approved curriculum taught by certified or licensed instructors with hands-on training.
- (1) Motorcycle, moped, and motor scooter operators must successfully complete a rider safety course that includes a MDDC/MSF approved curriculum, prior to operating or registering a motorcycle, moped, or motor scooter on or off post.
- (2) Beginner riders who wish to participate in the MSF Basic Rider Course Program and use a range training bike must possess a valid state driver's license. Fort Irwin accepts out-of-state student credentials that are acceptable to the California Department of Motor Vehicles. Any potential student who possesses a license that has been restricted due to one or more convictions for driving while

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impaired may not participate in any Rider Course until all restrictions to the license have been lifted. Any student using their personal motorcycle must obtain an instruction permit prior to class. In order to receive their permanent California Drivers license from the Department of Motor Vehicles (DMV), riders who reside on Ft. Irwin and have a motorcycle license but have not attended the BRC will be authorized entry to Post on a one time only temporary pass. Riders who hold only a State instruction (learners) permit must be accompanied by an adult who has a valid State license with motorcycle endorsement and who is riding another motorcycle in the general proximity of the new rider. The Garrison Commander is the delegated authority to grant exceptions to the requirement to possess an MSF certification card during special events or functions for Non-Resident Riders. This delegation authority does not release riders from the requirements of PPE and clothing. Once on post, they will park their motorcycle and not operate it again until they have completed the BRC and secured their state drivers license with the legal motorcycle endorsement. No installation pass will be issued for the BRC. Motorcycles, helmets and gloves are provided by the trainer. Riders may choose to bring their own Motorcycle and riding gear.

- (3) Once the BRC is successfully completed and the rider receives a DL 389 Certificate of Completion of Motorcycle Training, they will return to the DMV to obtain their California State Drivers License. Operators are responsible to check state laws to learn if California's licensing requirements transfer to their state. Once the individual is licensed, they may now register their motorcycle on post and freely ride within compliance standards of this policy. Soldiers whose out of state Drivers license has expired will have to enroll and successfully complete the BRC in order to receive a DL 389 and obtain a State of California license. California drivers licensing requirements do not allow transfer of training once an out of state license is expired. Soldiers with expired licenses will not be allowed to register their motorcycles on post and Para 2 above applies.
- (4) Soldiers who possess a valid state motorcycle license but cannot produce proof of having completed a certified MDDC/MSF riders' course are required to complete the BRC prior to registering their motorcycle and riding on or off post. Regardless of a Soldiers "stated" experience, he must provide proof that he has successfully completed the BRC prior to attending the ERC. Presenting a state license with a valid motorcycle endorsement does not prove BRC attendance. The BRC must be completed prior to registering and riding a motorcycle or signing up to take the ERC.
- (5) Validation of training, license, vehicle state registration, and insurance will be presented to Post Vehicle Registration before a registration decal will be issued. If the MDDC/MSF course is completed somewhere other than Fort Irwin, the vehicle registration office will ensure it is an approved MDDC/MSF course. Discrepancies will be resolved by the Garrison Safety Office. The BRC and ERC shall be provided once at no cost to the rider. Soldiers and DOD Civilians shall not be charged leave to attend this training. Training need only be offered once at government expense except for those who attend Simulator Remedial Drivers Training. If the operator fails to attend training for which he is scheduled and does not cancel the appointment at least 24 hours prior to the class date, or fails to successfully complete the course, subsequent required training will be at the operator's expense. For exceptions riders must provide the Garrison Safety Office with an approved letter from the rider's commander stating the emergency that caused the absence.

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- (6) There is no state licensing requirement for ATV operators however, they must complete an ATV Safety Institute (ASI)/MSF approved operator course before operating an ATV. For information concerning approved ATV operator courses, contact the Garrison Safety Office.
- (7) As with ATVs, Dirt bike operators must complete the MSF Dirt Bike Riders Course or equivalent course before operating a dirt bike. For information concerning approved dirt bike courses, contact the Garrison Safety Office.
- (8) Motorcycle Sports Rider Course (MSRC). All "Sport" and "Sport Touring" motorcycle riders/owners will complete the MSRC within the first six months of ownership and show proof of attending the ERC. Unit Commanders have the responsibility for tracking Sport Bike Riders and the successful completion of this command directive. Motorcycle manufacturers categorize specific models as "Sport" or "Sport Touring" motorcycles.
- (9) Motorcycle Refresher Training. All redeployed (six months or greater) motorcycle riders will attend the MRT as part of the reintegration process.
- d. Safety Equipment: Operators of motorcycles, mopeds, motor scooters, or ATVs, and their passengers, on Fort Irwin will wear complete PPE. Soldiers operating any of these vehicles off post are required to wear the same PPE. Civilian operators are strongly encouraged to wear complete PPE off the installation. Required PPE is per AR 190-5 and AR 385-10:
- (1) A U.S. Department of Transportation (DOT) approved helmet properly fastened under the chin. DOT does not approve helmets but they do approve the manufacturers of helmets. This is your assurance that strict standards were required to be met by the approved manufacturer of that brand of helmet. Half helmets will not be worn by Soldiers on or off post. Civilians will not wear half helmets while riding on post and are highly encouraged not to wear them off post. Helmets may be fitted with an aftermarket quick disconnect buckle meeting or exceeding the retention standard of FMVSS218 (DOT). Wearers must install on helmet using manufacturer provided instructions. A brightly colored helmet with reflective tape or decal is encouraged.
- (2) Impact or shatter resistant goggles, wrap around glasses or a full-face shield attached to the helmet. Operators may not substitute windshield or fairing for proper eye protection; eyeglasses alone are not proper eye protection.
- (3) Full-fingered gloves, long trousers, long sleeved shirt or jacket, and leather boots or over the ankle shoes.
- (4) When operating a motorcycle in civilian clothes, a reflective garment will be worn on the upper torso during hours of limited visibility. During daylight hours a bright color upper outer garment will be worn. If a back pack is worn it must not interfere with the bright color garment or reflective garment requirement. Soldiers in uniform must wear a standard road guard vest to meet this requirement day or night. A reflective running belt does not suffice for meeting this requirement. The road guard vest must cover a back pack if worn or back pack must have reflective material that increases safety to the rider during limited hours of visibility.

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e. Other Safety Requirements:

- (1) The use of headphones or earphones is prohibited while operating a motorcycle, moped, motor scooter or ATV. Ear insert devices designed as hearing protection may be worn by operators but only if they do not exceed 32db NRR rating. Preventive Medicine Clinic hearing protector devices are suitable. These include disposable, preformed, or custom molded earplugs designed to reduce but not entirely block hearing.
- (2) Motorcycles, mopeds, and motor scooters must have two rear view mirrors (one mirror on each side) and must have headlights illuminated at all times in order to operate on roads.
- f. Installation authorities will deny access to anyone not wearing proper PPE. Soldiers injured in a motorcycle, moped, motor scooter or ATV accident that are not wearing required PPE will be found "not in the line-of-duty."
- g. Adjutant General Replacement Center (AG Replacement) in-processing will include this policy in initial in-brief of new Soldiers, identify riders and ensure compliance with this policy while Soldiers are assigned through the in-processing phase. An element of the new Soldiers briefing will be that training motorcycles are available to Soldiers contemplating purchasing a bike. AG Replacement will provide information on all riders and prospective riders, to each new Soldier's chain of command, once centralized in-processing is complete.
- 6. Motorcycle Mentorship Program. Commanders will implement the Motorcycle Mentorship Program IAW the Department of the Army CRC Program and Army Chief of Staff guidance (enclosure 1), which includes but is not limited to the following:
- a. All units, Company/Troop/Detachment and higher, will include the Motorcycle Mentorship Program as part of their unit Safety Program. Commanders will ensure the Ft. Irwin Motorcycle Mentorship Program is fully implemented and used to further identify and assist Soldiers in understanding and complying with NTC Policy Letter 06. Regeneration orientation of units/individuals returning from area of operations will include Policy #06 application and the identification of new potential riders.
- b. Motorcycle Mentor(s): All commands will designate by appointment orders both a motorcycle and ATV operator mentor based on the operators riding experience, maturity, and commander's assessment. These individuals will be in compliance with all requirements IAW this policy letter. The Motorcycle Mentor(s) will report to his/her commander on issues involving motorcycle training and safety. If a unit does not have a motorcycle rider that meets the above standard the Additional Duty Safety Officer will assume administrative responsibilities.
- c. Motorcycle Mentor(s) will keep records on every motorcycle, moped, motor scooter, dirt bike and ATV rider in his/her unit. The records will consist of a copy of license, MSF BRC completion card, insurance, registration, motorcycle inspections and training completed.

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- d. Unit Safety Officers to include detachment safety officers will brief, assist, and inspect the Motorcycle Mentorship Program semi-annually and more often as needed in response to developing trends.
- e. Training: All Motorcycle Mentor(s) at company/troop level will conduct documented quarterly training with all individuals under their command who operate a motorcycle, moped or motor scooter. This training will at a minimum consist of identifying new riders, skills training related to braking, cornering judgment and counterweight techniques, review last quarter's Preliminary Loss Reports, any changes to regulations that pertain to motorcycles and motorcycle training, and upcoming motorcycle events. Mentor(s) will coordinate club rides to promote safe motorcycle operations.
- f. Newly Licensed Riders: Commanders and Mentors will track all new riders that have completed the licensing requirements and BRC since arrival to the NTC. These riders should be targeted to attend the Experienced Riders Course (ERC) and are required to attend within 18 months of having completed the BRC. They may attend the ERC on-post when offered or off-post as available at their own expense.
- g. Once new Soldiers are identified by the chain of command as a motorcycle rider or potential rider, the Unit Motorcycle Mentor(s) will include them in the program and all activities. Life skills training that will include swerving, braking, cornering at a minimum will be provided by the Garrison Safety Office. Mentors should make contact with the Garrison Safety Office for assistance in this area. Commanders and mentors will encourage potential riders to take the MSF BRC utilizing training bikes available to BRC students prior to the Soldier purchasing a motorcycle. Posting this information on unit bulletin boards and work areas will greatly help in getting the word out.
- h. Unit commanders will develop or update Rear Detachment in-processing procedures to ensure compliance of all aspects of this policy when receiving and in-processing new Soldiers into the unit when leadership is in the field or unavailable due to duty requirements. The unit Safety Officer will be consulted to ensure awareness and advice on proper controls.
- i. Company/detachment commanders will not delegate the initial commander counseling session and will ensure completion of an individual Motorcycle/ATV Operator Requirements and Individual Responsibilities Agreement (enclosure 2) for all Soldiers who operate a motorcycle, moped, motor scooter, dirt bike or ATV on or off the installation. The Motorcycle Mentor(s) will conduct inspections using the Motorcycle/ATV Inspection Form (enclosure 3) prior to Comp time, long weekends, holidays and leave/passes. The chain of command will ensure deficiencies are identified and corrected, and that Soldiers are aware of the consequences of improper operation, prior to permitting motorcycle, moped, motor scooter, dirt bike and ATV operation.

7. Leader Responsibilities:

a. In the event of a Soldier motorcycle, moped, motor scooter, dirt bike or ATV Class A, B, or C accident, the CG, NTC is required to report directly to CDR FORSCOM and CDR, US Army Combat Readiness Center IAW AR 385-10. To enable this reporting process, commanders will

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respond to the NTC Chief of Staff IAW SIR format by completing the Motorcycle/Dirt Bike/ATV Accident Reporting Requirements (Enclosure 4) immediately upon initial notification of the accident. Commanders will also appoint an accident investigation officer from outside the Soldier's chain of command for all Class A or B accidents. The investigating officer will conduct an accident investigation IAW DA PAM 385-40. The Soldier's senior leadership will then provide me a follow up report of findings, lessons learned, best practices and recommendations to prevent future accidents as a result of the local Class A or B accident. This report is independent of the formal safety accident investigation and must be provided, within 10 days following completion of the fatality after action review. For Class C accidents a DA Form 285-AB-R will be submitted to the senior unit commander within 15 days with a copy furnished to the Garrison Safety office and NTC and Ft Irwin Safety Office. The unit is responsible for submitting the reviewed DA Form 285-AB-R within 30 days as required by AR 385-10 to the US Army Combat Readiness Center.

- b. Commanders will classify any motorcycle, moped, motor scooter, dirt bike or ATV operator who is cited for two or more violations or has an accident that incurs lost time, or who otherwise demonstrates a lack of self-discipline in other areas, as a "high-risk" operator. Commanders will counsel high-risk operators and require the operator's NCO/supervisor support chain to provide steps to mitigate high-risk behavior. Commanders will comply with AR 190-5 regarding the revocation/suspension of Soldiers driving privileges. The Garrison Commander may revoke/suspend civilian operator privileges IAW AR 190-5. Before revoked/suspended privileges are reinstated, individuals must retake the MDDC.
- 8. This policy is punitive in nature. Violators are subject to punishment under Federal law and the UCMJ, and other appropriate administrative action. Consult with your Trial Counsel/Labor Counselor for assistance.
- 9. Questions regarding Policy Letter requirements will be directed to the Garrison Safety Office at 4-1347.
- 10. SUPERSESSION: This policy letter supersedes all previous NTC policy letters subject as above.

11. The proponent for this policy letter is the NTC and Ft. Irwin Safety Office at 4-5564.

4 Encls

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DANA J.H. PITTARD

Brigadier General, USA

Commanding

DISTRIBUTION:

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UNITED STATES ARMY THE CHIEF OF STAFF

DEC 2 8 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Motorcycle Mentorship - Ride Smart, Ride Safe, Team Up!

- 1. Motorcycles can be a great form of transportation and entertainment, but they must be respected. We lost 45 of our fellow Soldiers in fiscal year 2005 and 6 Soldiers so far this fiscal year operating motorcycles. Most accidents involved unsafe vehicle operation, poor risk management, or those who operated beyond their abilities.
- 2. Every Soldier is critical to our mission success. We train Soldiers to operate safely by mitigating risk, passing on the benefits of our experience, and correcting mistakes. Leadership and risk management do not end with the duty day.
- 3. Just as we mentor and develop new Soldiers, I am asking experienced motorcyclists to mentor new riders and help them develop their riding skills and knowledge. I recommend commanders test a motorcycle mentoring concept described in the enclosed US Army Motorcycle Mentorship Program. Potentially, this Army-wide network of motorcycle clubs could foster relationships between riders and create a supportive environment of responsible motorcycle riding, while serving as a force multiplier.
- I also envision the development of a mentoring program that will provide motorcycle operators the opportunity to work together to maximize their skills, reduce accidents, and have fun. Commanders need to look out for their motorcycle riders. Make sure your Soldiers are trained to ride smart. Actively seek out those who have or are considering purchasing bikes to make sure they take the safety courses and encourage them to join these clubs.
- Those who ride motorcycles must operate them safely and within their abilities, practice good risk management, and always wear the proper personal protective equipment. Team up and ride together; look out for those riders who aren't ready for more advanced challenges, and mentor them as they develop their skills.

PETER J. SCHOOMAKER

General, US Army

Enclosure 2

Motorcycle/Moped/Motor Scooter/ATV	Operator	Requirements	and Individual
Responsibilities Agreement			

I,	have read and understand the requirement of safe Motorcycle,
moped, motor scooter and ATV of	operations. I acknowledge the Army requirement for Personal
	nsing requirements and MSF/ASI training requirements as
outlined in the Commanding Gen	eral's Policy Letter 06. I understand that if I am injured while
riding a motorcycle, moped, motor	or scooter or ATV in violation of this policy, I may be found
	Misconduct. Such a finding can result in my loss of benefits,
	al care, my right to disability pay, or separation pay, or medical
	injuries make me no longer eligible for military service, and I
could also face forfeiture of many	of my veteran's rights, such as education benefits. In addition
to the Army requirement for PPE	, I acknowledge that my commander has given me a direct
order to never operate, or ride as	a passenger on a motorcycle, moped, motor scooter or ATC
without proper PPE. My failure t	to comply with this order is punishable under Article 92 of the
Uniform Code of Military Justice	(
10	9 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10
Signature	Date

Enclosure 3

4. Brake fluid is clean and filled to

the proper level?

5. Brakes operate rear lights?

6. Shock absorbers compress and rebound properly?

MOTORCYCLE/MOPED/MOTOR SCOOTER/ATV INSPECTION FORM

OPERATOR	NAMI	E:			Rank/Se	action		·	11		
					Kalik/ St	ection				D	OD Ta
Insurance Cor	npany l	Name								Expira	tion Da
State License	Tag No	o/Expira	ation Da	nte	Moto	orcycle/	Moped/N	MS/AT	V: Year/	Make/Mo	del
Driver's Licen	ise Nun	nber/Ex	piration	Date				Inspec	tor Nam	e/Rank	
Motorcycle/M	loped/N	Aotor S	cooters/	ATV R	iders Co	ourse Da	ate and C	Card #			
NOTE: Any NO would constitute ail and must be corrected	DA	TE	DATE		DATE		DATE		DATE		
	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FALL	
BRAKES & SHOCKS	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	
. Both brakes perate properly?											
. Brake cable in ood condition?							1				
. Brake rums/disk calipers ree of leaks?											
Broke fluid is											

AME:	
AME:	

STEERING	YES	NO								
Bar swing freely									1	
lock to lock?										

EXHAUST SYSTEM	YES	NO								
I. Exhaust system securely mounted?										
2. Free of holes and leaks?										

HLIGHTS	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
All lights clean and free of debris, with lenses intact?										
2. Headlights work on both high and low beam?							ä			2
3. All lights are proper color?				n 50						
4. Turn signals operate properly, both front and rear?					3		×			
5. Rear license plate light operates?										

TIRES	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
Tires are inflated to specifications?										
2. Tires not excessively worn?		d d								
3. Treads and sidewalls free of worn spots, cuts and breaks?								19		

NAME:	
4000-0-0-1 122/7147404.3°-0.1	

	NO	YES	NO	YES	NO	YES	NO	YES	NO

ES N	NO	YES	NO	YES	NO	YES	NO	YES	NO
YES	NO	YE	s NO	YES	NO	YES	NO	YES	NO
	1		_		1			1	
				1					
							<u> </u>		
			-		+	+		-	
	-								
		23							
	YES	YES NO	YES NO YES	YES NO YES NO	YES NO YES NO YES	YES NO YES NO YES NO	YES NO YES NO YES NO YES	YES NO YES NO YES NO YES NO	YES NO YES NO YES NO YES NO YES

Enclosure 4 (1 of 3)

Motorcycle/Dirt Bike/All Terrain Vehicle (ATV) Accident Reporting Requirements

The Chain of Command will assemble the following required information and report to the Chief of Staff immediately all recordable (A, B, and C) accidents. All Class A. B C accidents will be reported IAW DA Pam 385-40, Table 4-1. Complete this form for each fatally injured Soldier.

POC	INFORMATION:	
a. Po	OC Name/Rank: Unit:	
POC	DUTY PH. COMM.:POC DUTY PH.:	
1.	Name:	
2.	Rank:	
3.	SSN:	
4.	Race:	
5.	Sex:	
6.	Age:	
7.	Position:	
8.	MOS:	
9.	Security Clearance:	
10.	Unit and Station of Assignment:	
11.	Time in Service:	
12.	Time at Fort Irwin:	
13.	Dates of most recent deployment:	
14.	Marital status and location of spouse/children:	
15.	Type of Motorcycle/ATV:	

LHCIO	sure 4 (2 01 3)
16.	Who owns the motorcycle/ATV?
17.	New or used:
18	Date of purchase:
19.	Installation registration status of the Motorcycle:
20.	Date of motorcycle license/endorsement/learners permit:
	License#: State: Expiration:
21. and in	Has the Soldier been counseled by the commander and signed an operator requirements dividual responsibilities agreement as required in NTC Policy Letter #6:
22.	Date commander completed the Commander's Safety Course:
23.	Does the unit have a Motorcycle Mentorship Program?
24.	Motorcycle/Dirt Bike/ATV Safety training:
	a. Installation/Date completed:
	b. Motorcycle Level of training: Basic Advanced
25.	Date of last motorcycle inspection:
26.	Date of last Safety briefing:
27.	Was a Travel Risk Planning System (TRiPS) Assessment completed?
28.	Duty status: (ON/OFF DUTY) (Leave/Pass/TDY)
29.	Accident location:
30	Date and time of accident:
31.	Soldiers current health status:
32.	Is the SM identified as the driver of the vehicle?
33.	Was the driver of the vehicle under the influence of drugs or alcohol?
34.	What is the estimated time that the driver of the vehicle had been driving?
35.	Soldier wearing PPE:
35.	Environmental conditions at the time of the accident.
36.	Rural/ Urban/ Highway/ Off-road:

Road surface type and conditions at the scene of the accident.

37.

Enclosure	4	(3	of 3)
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38.	Factors impacting the accident: (Speed, Alcohol, Fatigue, Weather, licensing, training).
29.	Information available from law enforcement, witnesses, medical, or other sources.
	Did local law enforcement write a traffic code violation? If yes, did the Identified Soldier the citation?
33.	Condition of the Motorcycle/ATV after the accident: (Operable/Non-Operable.
34.	Short descriptive narrative of accident (5Ws):

Copies of this report will be faxed to the NTC and Fort Irwin Safety Office, 380-5199 and the Garrison Safety Office, 380-3239.